

## ***Services/Activities Inventory***

Department: Sheriff's Office

Section: Civil

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. The Sheriff's Office provides Bailiffs for the Virginia Court of Appeals, Roanoke County Circuit Court, Roanoke County General District Court, and Roanoke County Juvenile and Domestic Relations Court.
2. Bailiffs provide a secure environment for all persons using the Roanoke County Courthouse. They provide judicial protection, transport prisoners to and from court, assist the clerks in preparing and distributing court documents in court and manage the juror selection process
3. The Sheriff's Office is also responsible for providing Civil Process service of civil process paperwork received in a professional and timely manner.
4. The Sheriff's Office maintains a web site with statistical data as well as current events taking place within the Office for public use. Employment information is also available on this web site for public use.
5. A Community Diversion Program has been implemented by the Sheriff's Office, County Courts, and the County of Roanoke. Courts may sentence first time offenders to community service for Roanoke County. A Deputy from the Civil Division oversees this program. This deputy screens, assigns, and tracks all work done by these offenders and reports their compliance or non-compliance back to the Courts. This program has served to divert these offenders from the already over crowded jail facility and provided much needed labor to the County of Roanoke, at no cost.

## ***Services/Activities Inventory***

Department: Sheriff's Office

Section: Corrections

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. The jail secures and houses all pre-trial detainees, post-trial defendants, and inmates awaiting transfers to state institutions.
2. The Jail transports Roanoke County's inmates to and from other jurisdictions and state mental institutions.
3. The Jail provides a full Medical Staff for treatment of inmates and a Rehabilitation Staff to assist inmates with special needs. A contracted Dentist and Doctor are also available to the inmates. The Jail provides programs, such as religious services and baptism ceremonies, counseling through volunteer and paid community service agencies to assist inmates with their individual rehabilitative needs.
4. General Education Development (GED) is available to all inmates as well as general high school courses for all qualifying inmates under the age of 22.
5. The Jail is self-contained, with a kitchen that prepared, a full service laundry, a contracted canteen service, a gym for recreational activities, and a library with legal reference books.
6. The Jail also provides in-house trusty programs. Inmates perform janitorial functions, sewing needs, maintenance and grounds repairs and beautification projects within the Sheriff's Office. Inmates also provide labor for a car-washing program that takes care of all Sheriff's Office and Police Department vehicles, as well as trash pick-up, for local community agencies along Roanoke County's major highways and upon request.
7. Citizen tours are held for the Jail facility, as well as the Courthouse Complex upon request.
8. The Roanoke County/Salem Jail facility is operated in full compliance with all mandated Department of Corrections standards and the American Correctional Association requirements for accreditation.
9. The Roanoke County Sheriff's Office Emergency Response Team handles any situation that may occur in which specialized training and equipment may be needed to preserve life, property and maintain control of the Jail and Courthouse complex.
10. A home electronic incarceration program is offered to eligible inmates. This program allows certain inmates to remain with their families and maintain their current employment. This program keeps these inmates in a positive position in society, while helping their family maintain their income. This program also decreases the already over-populated jail facility.
11. The Sheriff's Office Color Guard presents the colors as requested, for government special functions, as well as private and community organizations, attending ceremonial openings, installation of County officials, Judges, and other dignitaries, as well as participating in parades and other special events.